



COUNCIL ON  
PHYSICAL DISABILITIES

1 WEST WILSON STREET,  
ROOM 551  
POST OFFICE BOX 2659  
MADISON, WI 53701-2659  
PHONE: 608-266-3118  
WEBSITE: [cpd.wisconsin.gov](http://cpd.wisconsin.gov)

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## **Council on Physical Disabilities (CPD) Executive Committee Teleconference Meeting Minutes**

**Thursday, September 9, 2021**

**2:00 P.M. to 3:00 PM**

**Approved December 9, 2021.**

### **Executive Committee Action Items and Motion Items**

#### **A. Executive Committee Action Items**

- 1. Action Item:** Ben Barrett will email Executive Committee Members a list of potential CPD candidates for review that came from Evan Steck, Interim Director of Gubernatorial Appointments.
- 2. Action Item:** DHS Support Staff will resend out the Membership Recruitment Flier that was created in March 2021.

#### **B. Executive Committee Motion Items**

- 1. Motion Item:** Gabrielle Schlieve made a motion to approve the September Executive Committee meeting agenda. Jackie Gordon seconded the motion. Motion carried.
- 2. Motion Item:** Jeff Fox made a motion to approve the June Executive Committee meeting minutes. Jackie Gordon seconded the motion. Motion carried.

**Motion Item:** Gabrielle Schlieve made a motion to adjourn the meeting. Jeff Fox seconded the motion. Motion carried.

#### **C. Executive Committee Meeting Minutes**

##### **I. Welcome and Introductions: Ben Barrett, Chairperson**

**Executive Committee members present:** Ben Barrett; Gabrielle Schlieve; Jeff Fox and Jackie Gordon.

**Executive Committee members absent (Excused\*):** Charles Vandenplas; Karen Secor.



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**DHS staff support present:** Ashley Walker, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR).

**Ben Barrett, Chairperson called the meeting to order at 2:03 P.M.**

The meeting was available via phone at 1-844-708-2569 and Meeting ID: 876 5171 0461 and via [Zoom](#).

## **II. Review and Approve September Executive Committee Meeting Agenda**

- Gabrielle Schlieve made a motion to approve the September Executive Committee meeting agenda. Jackie Gordon seconded the motion. Motion carried. See Motion Item 1.

## **III. Review and Approve June Executive Committee Meeting Minutes**

- Jeff Fox made a motion to approve the June Executive Committee meeting minutes. Jackie Gordon seconded the motion. Motion carried. See Motion Item 2.

## **IV. Public Comment on the State Plan for People with Physical Disabilities 2019-2021, or Issues Affecting People with Physical Disabilities**

No public comment was received.

## **V. Discuss CPD Membership Vacancy**

- The Executive Committee discussed CPD Membership having 4 Vacancies; and discussed strategies for posting fliers, or doing outreach for membership.
  - Ben Barrett will email Executive Committee Members a list of potential CPD candidates for review that came from Evan Steck, Interim Director of Gubernatorial Appointments. See Action Item 1.
  - DHS Support Staff will resend out the Membership Recruitment Flier that was created in March 2021. See Action Item 2.



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## VI. Update on Active CPD Committees

- **Emergency Preparedness Committee**
  - The Executive Committee discussed the outreach and disbursement of the Emergency Preparedness Toolkits and Communication Folders; to libraries, police and fire municipalities, separating personal planning forms and communication folder.
  - Jackie Gordon suggested the creation of an information card that had the Smart Phone Applications information so supply to local libraries.
- **State Plan Committee**
  - The Executive Committee discussed the progress of the CPD Draft 2021 Annual Report.
    - Ben Barrett stated that the State Plan Committee is planning to have a draft ready for review by the Full Council by October 2021.

## VII. Discuss Current Risk of COVID-19 Variant to People with Disabilities

- The Executive Committee discussed the risk of the COVID-19 Variant to people with Disabilities, and the importance of promoting vaccinations and facial coverings.

## VIII. Draft October 28, 2021 CPD Quarterly Meeting Agenda

- The Executive Committee discussed the October 28, 2021 Quarterly meeting agenda and the following topics should be included:
  - Review and Approve October Quarterly Meeting Agenda
  - Review and Approve July Quarterly Meeting Minutes
  - Review and Approve August Full Council Meeting Minutes
  - Public Comment on the [State Plan for People with Disabilities, 2019-2021](https://cpd.wisconsin.gov/pdffiles/stateplan2019-21.pdf) (<https://cpd.wisconsin.gov/pdffiles/stateplan2019-21.pdf>) or Issues Impacting People with Physical Disabilities (9:10 A.M.–9:20 A.M.)



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#### Presentation from Traumatic Brain Injuries (TBI) Fox Cities

- Julie Biesterveld
- CPD Liaison Updates
- CPD Committee Updates
  - Emergency Preparedness Committee
    - Emergency Preparedness Outreach
  - State Plan Committee
    - Review and Approve Draft State Fiscal Year 2021 Annual Report
- Discuss CPD Outreach
  - Social Media; YouTube; Website
- Discuss CPD Membership Recruitment

#### **IX. Adjourn**

- Gabrielle Schlieve made a motion to adjourn the meeting. Jeff Fox seconded the motion. Motion carried. See Motion Item 3.

**The meeting adjourned at 2:44 P.M.**